



25 YEAR RE-REVIEW

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Weekly Report - Status of CI-  
Headquarters Building Project  
as of 7 January 1958

1. Weekly Developments (31 December 1957 - 7 January 1958)

a. Development of Building Requirements

In order to build up the reserve power of the emergency power plant, the Architect-Engineer proposed that window vents be installed to ventilate the perimeter of the building in the event of an emergency interrupting the commercial electric power. The office of Security concurred in the use of window vents subject to an opening limit of six inches. The AE advised us that the cost of increasing the emergency power plant by about 25 per cent would run between \$160,000 and \$170,000. This proposal is still being considered by the Building Planning Staff.

b. Architect-Engineer Services

(1) The Public Buildings Service has recommended acceptance of the low bid for grading and drainage. A letter concurring in the award is being prepared by the HPS.

(2) The AE continues with the preparation of working drawings for the new building. The submission of drawings covering the 25% - 50% stage of development, will be submitted for review 1 February 1958.

c. Site Development

Clearing and grubbing operations are scheduled for completion in approximately two or three weeks.

d. Relocation Plan

An outline of items involved in relocation has been drafted. Action and timing for each item must be determined and set up so that an orderly progression of steps involved in the move can be undertaken as soon as a moving date is established. Budget requirements for new and or additional furniture and equipment will also be noted in the master plan.

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e. Building Model

Arrangements have been made to exhibit the model throughout the Agency. Attached is a schedule of showings through 24 January. There remain three or four additional locations to be scheduled.

2. Action Required from the Deputy Director (Support)

No immediate action is forecast

3. Action Required from the Director of Logistics and Chief, Building Planning Staff.

a. Continue liaison with State, County and other Federal agencies in the development of plans for the new headquarters building.

b. Continue to keep in close contact with the supervision and execution of the Clearing and Grubbing Contract.

c. Continue working with the Assistant General Counsel and the Virginia Department of Highways on the rehabilitation of Route 123.

[Redacted Signature]

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Director of Logistics

Attachment

Distribution:

0 & 1 - Add.

✓ 1 - As. Liaison Officer

1 - Mr. [Redacted] (OGC)

1 - OL files

1 - D/L hold

3 - BPS (1 retained)

OL/BPS, [Redacted] :jw (9 Jan 58)

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**BUILDING MODEL SHOWINGS**

<u>PLACE</u>	<u>ROOM</u>	<u>FROM</u>	<u>TO</u>
East Building	Conference Room	0930 - 1/10	1700 - 1/10
R&S	Opposite Room 1016	0830 - 1/14	1700 - 1/15
1717 H	427 - 9	0930 - 1/16	1700 - 1/16
M Bldg.	1400	0930 - 1/17	1700 - 1/22
		0930 - 1/24	1700 - 1/24

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